

AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Agency Specific and Accounting Data

Name

Employee ID Appointment ID

Agency Information

Agency Action <input type="text"/>	Reason <input type="text"/>	Pay Location <input type="text"/>
Effective Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Expiration Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Work Location <input type="text"/>
Home Agency <input type="text"/>	Home Organization <input type="text"/>	

Work Location Phone 1 () - Ext

Work Location Phone 2 () - Ext

Agency Specific ID

Seniority Number

Seniority Date / /

Work Cycle

Labor Distribution Override Option Selection Required

Labor Distribution Profile

Override Accounting Distribution

Fund <input type="text"/>	Agency <input type="text"/>	Organization / Sub <input type="text"/> / <input type="text"/>
Appr Unit <input type="text"/>	Activity <input type="text"/>	Function <input type="text"/>
Object / Sub <input type="text"/> / <input type="text"/>	Job <input type="text"/>	Reporting Category <input type="text"/>

Check Distribution ☐ Home ☒ Pay Location

Messages Tran ID: 1:47 PM 04/21/00



NOTES



AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

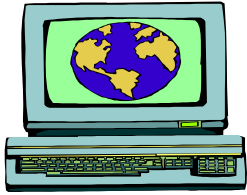
So far in this course you have added an employee to the SAM II HR/Payroll System by completing the ESMT and other required transactions (ADDR and ATTR). The system also requires accounting and agency information to be established for the employee. Completion and processing of the Agency Specific and Accounting information transaction windows are discussed here. The associated transactions are the Employee Accounting Data (AGYA) window, the Agency Specific Data (AGYD) window, and the combined view of the two windows - the Agency Specific and Accounting Data (AGYS) window. These screens can be used to make either a permanent or a one-time change to an employee's accounting and agency information. The Employment Status Maintenance (ESMT) transaction, which records basic personnel and pay information on a new employee, must be completed, approved and accepted by the system before the Agency Specific and Accounting Data (AGYS) transaction can be completed.

The Agency Specific and Accounting Data (AGYS) window provides you the ability to modify parameters that apply to the employee's agency identification information (i.e., home organization, pay and work location and check distribution information) and employee accounting information (i.e., the employee's labor distribution). This can be used by anyone who has authority to view and change both location and labor distribution data.

The Employee Accounting Data (AGYA) window is used to record and view agency-specific accounting attributes for a particular employee. The employer is responsible for maintaining the accounting attributes for the employee's labor expense distribution.

The Agency Specific Data (AGYD) window is used to record and view information regarding an employee's home organization, pay and work locations, agency-specific identification, seniority, work cycle, and check distribution.

Agency and accounting information is needed by the SAM II HR/Payroll System to correctly accumulate year-to-date information. It also describes where the money used to pay the employee comes from. This is part of the labor distribution for that employee, i.e., how the employee's labor is broken out and where (which account/"accounting bucket") each chunk of labor/work will be charged.



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Agency Specific and Accounting Data

Name

Employee ID Appointment ID

Agency Information

Agency Action Reason Pay Location

Effective Date / / Expiration Date / / Work Location

Home Agency Home Organization

Work Location Phone 1 () - Ext Agency Specific ID

Work Location Phone 2 () - Ext Seniority Date / /

Seniority Number Work Cycle

Labor Distribution Override Option Selection Required Labor Distribution Profile

Override Accounting Distribution

Fund Agency Organization / Sub /

Appr Unit Activity Function

Object / Sub / Job Reporting Category

Check Distribution ☐ Home ☒ Pay Location

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Temporary accounting event changes can also be handled. For example, if an employee works on a temporary assignment for another organization, you can charge those hours to the organization where the employee is working without changing the employee's permanent assignment data. The way to change the accounting for an employee is by overriding the current labor distribution associated with that employee. These overrides are located on the AGYA and AGYS screens.

The transactions required to enter/change basic employee information include the Employee Accounting Data (AGYA) window, the Agency Specific Data (AGYD) window, and the Agency Specific and Accounting Data (AGYS) window. The AGYS contains all of the fields of both the AGYA and the AGYD windows. The AGYS window is used to view\add\modify\update both the agency-specific information and accounting attributes relating to an employee.

How agency specific and accounting information is entered will depend upon decisions made by an agency about how access will be given to the AGYS, AGYA, and AGYD transactions. For example, Agency A may have decided to centralize the implementation of the SAM II HR Payroll. Therefore, only a few users will have access and they will use only the AGYS transaction to enter information. On the other hand, Agency B may decide to implement SAM II HR Payroll in a decentralized manner. Thus, some users will have access to enter only Employee Accounting data using the AGYA and other users will enter only Agency Specific data using the AGYD.

The AGYS window will be secured as view-change-update for those State of Missouri employees who have access to both payroll and personnel functions. Those who have access only to payroll functions will be able only to view the AGYS window, but will be able to view-change-update the AGYA window (Employee Accounting Data). Those State of Missouri employees who have access only to personnel functions will also only be able to view the AGYS window, but will have view-change-update access to the AGYD window (Agency Specific Data). This is illustrated below.

If you are responsible for	You will have view/ modify/ update access to:	You will have view access to
Payroll Functions	AGYA	AGYS
Personnel Functions	AGYD	AGYS
Both Payroll & Personnel Functions	AGYS, AGYA, AGYD	



AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Agency Specific and Accounting Data

Name: GRANT, JENNY S
 Employee ID: 040 - 31 - 0001 Appointment ID:

Agency Information

Agency Action: AGY*	Reason: C54	Pay Location: <input type="text"/>
Effective Date: 08 / 24 / 00	Expiration Date: 99 / 99 / 99	Work Location: <input type="text"/>
Home Agency: 300	Home Organization: 2350	

Work Location Phone 1: () - Ext: Agency Specific ID:
 Work Location Phone 2: () - Ext: Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund: <input type="text"/>	Agency: <input type="text"/>	Organization / Sub: <input type="text"/> / <input type="text"/>
Appr Unit: <input type="text"/>	Activity: <input type="text"/>	Function: <input type="text"/>
Object / Sub: <input type="text"/> / <input type="text"/>	Job: <input type="text"/>	Reporting Category: <input type="text"/>

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:55 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

A decision has been made by the Office of Administration, Division of Personnel, to hire Jenny Sue Grant to fill the position as a Personnel Analyst I. This is Jenny's first job with the State of Missouri.

Step 1 To open AGYS from the SAM II Desktop Navigator window, click on the Go To icon. Type AGYS in the "CODE". Click on the Open button.

Step 2 Populate the following fields on the AGYS.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

APPOINTMENT ID – Conditional. If the employee has only a primary appointment, leave this field blank. This field is populated only if the employee is working in multiple positions concurrently. If the employee has a secondary appointment, i.e., holds more than one position, enter a character in this field to indicate which position is affected.

Select **DISPLAY: BROWSE DATA.**

Step 3 Populate the remaining fields on the AGYS window.

Agency Information

AGENCY ACTION – Required. Enter the appropriate personnel action code for an employee, which is AGY*. Type **AGY***.

REASON – Required. Enter the reason code for the action. Valid values are located on the Personnel Action Reason (PART) window. Type **C54.**



AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

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File Edit Display Process Window Help

Agency Specific and Accounting Data

Name: GRANT, JENNY S
 Employee ID: 040 - 31 - 0001 Appointment ID:

Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	<input type="text"/>
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext Agency Specific ID:
 Work Location Phone 2: () - Ext Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:56 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Step 3 Continue to populate the fields on the AGYS.

EFFECTIVE DATE – Required. Enter the date (mm/dd/yy) the employee information becomes effective. Type **TODAY'S DATE**.

EXPIRATION DATE – Inferred. Displays the last date (mm/dd/yy) the agency-specific information is in effect. Note: The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

HOME AGENCY – Inferred. Displays the code for the agency to which the employee reports.

HOME ORGANIZATION – Required. Enter the code for the organization to which the employee reports. Valid values are located on the Organization (ORGN) window. Type **2350**.

PAY LOCATION – Required. Enter the code identifying the location to which an employee's paycheck will be routed. Valid values are located on the Location (LOC) window. Type **JCI9W0**.

WORK LOCATION – Conditional. If the Pay Location and Work Location are the same, then the value for Work Location will be inferred from Pay Location. If Pay Location and Work Location are different, then a Work Location must be entered. Valid values are located on the Location (LOC) window.

WORK LOCATION PHONE 1 – Optional. Leave this field blank or enter the employee's first work location telephone.



AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

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File Edit Display Process Window Help

Agency Specific and Accounting Data

Name: GRANT, JENNY S
 Employee ID: 040 - 31 - 0001 Appointment ID:

Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	<input type="text"/>
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext Agency Specific ID:
 Work Location Phone 2: () - Ext Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:56 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Step3 Continue to populate the fields on the AGYS.

EXT (1) – Optional. Leave this field blank. Or enter the extension to the employee's first work location telephone number.

AGENCY SPECIFIC ID – Optional. Leave this field blank or enter the employee's agency specific identification number.

WORK LOCATION PHONE 2 – Optional. Enter the employee's second work location phone number.

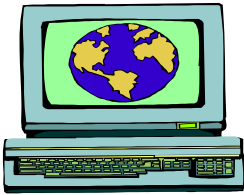
EXT (2) – Optional. Leave this field blank or enter the extension to the employee's second work location telephone number.

SENIORITY DATE – Optional. Leave this field blank or enter the employee's seniority date.

SENIORITY NUMBER – Optional. Leave this field blank or enter the employee's seniority number.

WORK CYCLE – Optional. Enter the code that defines the scheduled shifts, hours, and days that constitute the employee's work cycle. Valid values are located on the Work Cycle (WKCY) window.

Note: The **WORK CYCLE** field on the AGYS should be used to change an employee's work schedule if the number of off days are the same as the previous work schedule. The **Pay Class** will need to be changed if the number of off days have changed from the employee's previous work schedule. Refer to Topic 5 – Performing Personnel Actions for more information on changing an employee's Work Cycle and/or Pay Class. Refer to the Pay For Agencies course, Topic 3 – Pay Calculations for more information on changing an employee's Pay Class when moving the employee from exception to positive paid or vice versa.



AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Agency Specific and Accounting Data

Name: GRANT, JENNY S
 Employee ID: 040 - 31 - 0001 Appointment ID:

Agency Information:

Agency Action: AGY*	Reason: C54	Pay Location: JCI9W0
Effective Date: 08 / 24 / 00	Expiration Date: 99 / 99 / 99	Work Location:
Home Agency: 300	Home Organization: 2350	

Work Location Phone 1: () - Ext: Agency Specific ID:
 Work Location Phone 2: () - Ext: Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution:

Fund:	Agency:	Organization / Sub: /
Appr Unit:	Activity:	Function:
Object / Sub: /	Job:	Reporting Category:

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:56 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Step 3 Continue to populate the fields on the AGYS.

LABOR DISTRIBUTION OVERRIDE OPTION - Required. Enter the override option. This specifies the option used to manage labor cost accounting attributes. This field displays a message “Selection Required.” This is not a valid entry; it only indicates that a valid option must be selected to complete this field. The valid options, found in the drop down box, are:

- Use Entered Accounting Values – This option requires entry of accounting distribution, which will be used as override information.
- Use Entered Profile - This option requires entry of a labor distribution profile, which will be used as override information.
- Use Position Assignment - This allows the accounting attributes assigned to the employee's position to be used.

Select **USE POSITION ASSIGNMENT**

The State of Missouri requires that labor distribution profiles be established at the position level (on the PSMT), not at the employee level. In most cases, the labor distribution profile established at the position level will be used to pay a new employee. Should the profile change, it can be temporarily overridden, for a specified period of time, at the employee level on the AGYS.

If the profile established at the position level is being used, Use Position Assignment will be selected.

To override the profile established on the position and generate pay for the employee from another source, select Use Entered Profile or Use Entered Accounting Values.

Choosing Use Entered Accounting Values requires that the accounting attributes, such as Fund, Agency, Organization/Sub, be entered in the Override Accounting Distribution portion of the AGYS. This customizes the labor distribution profile and charges labor costs to one accounting distribution.

Choosing Use Entered Profile requires an entry in the Labor Distribution Profile field and signifies that a pre-determined profile is appropriate for the employee.



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Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext: Agency Specific ID:
 Work Location Phone 2: () - Ext: Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund		Agency		Organization / Sub	/
Appr Unit		Activity		Function	
Object / Sub	/	Job		Reporting Category	

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:56 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Step 3 Continue to populate the fields on the AGYS.

LABOR DISTRIBUTION PROFILE - Conditional. This is required if “Use Entered Profile” is selected as the Labor Distribution Override Option. Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.

Note: All of the rest of the fields on the AGYS window below this point are used only of the choice on the Labor Distribution Override Option is “Use Entered Accounting Values.” Some of them are required, while others are optional.

Override Accounting Distribution

FUND - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

AGENCY - Conditional. Required if the “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values” and “Organization” is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT (Appropriation Unit) - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.



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Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext: Agency Specific ID:
 Work Location Phone 2: () - Ext: Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund		Agency		Organization / Sub	/
Appr Unit		Activity		Function	
Object / Sub	/	Job		Reporting Category	

Check Distribution: ☐ Home ☒ Pay Location

END OF SCAN Messages Tran ID: 10:56 AM 08/24/00



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AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Step 3 Continue to populate the fields on the AGYS.

ACTIVITY - Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION – Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

OBJECT – Conditional. Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

SUB-OBJECT - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

CHECK DISTRIBUTION – Required. Select a value that denotes where the employee’s paycheck is to be delivered. Valid values are:

- “Home” if the check is to be mailed to the employee’s home
- “Pay Location” if the check is to be sent to a specified pay location



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Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	JC19W0
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext Agency Specific ID:
 Work Location Phone 2: () - Ext Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Check Distribution: ☐ Home ☒ Pay Location

1 of 6: APPROVAL 1 APPLIED Messages Tran ID:000824005909 10:59 AM 08/24/00



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PROCESS AND UPDATE AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

You have completed entering the field information for the AGYS and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine Approval levels for each transactions. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agencies workflow rules.

Now, let's complete the approval processing of the AGYS.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the AGYS window. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the “real world”, you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.



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Name: GRANT, JENNY S
 Employee ID: 040 - 31 - 0001 Appointment ID:

Agency Information

Agency Action	AGY*	Reason	C54	Pay Location	JC19W0
Effective Date	08 / 24 / 00	Expiration Date	99 / 99 / 99	Work Location	JC19W0
Home Agency	300	Home Organization	2350		

Work Location Phone 1: () - Ext Agency Specific ID:
 Work Location Phone 2: () - Ext Seniority Date: / /
 Seniority Number: Work Cycle:
 Labor Distribution Override Option: Use Position Assignment Labor Distribution Profile:

Override Accounting Distribution

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Check Distribution: ☐ Home ☒ Pay Location

1 of 6: APPROVAL 1 APPLIED Messages Tran ID: 000824005909 10:59 AM 08/24/00



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PROCESS AND UPDATE AGENCY SPECIFIC AND ACCOUNTING DATA (AGYS)

Let's continue to complete the approval processing of the AGYS.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.

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